RECORDS REQUEST FOR APPROVAL OF RETENTION SCHEDULE

STD. 72 (REV. 3-84)

Submit three copies with three copies of the Records Retention Schedule, STD. 73.

TO: (1) DEPARTMENT OF GENERAL SERVICES OFFICE OF RECORDS MANAGEMENT

 \mathfrak{D} Sacramento, CA 95814 445-4293 or ATSS 485-4293 CHIEF, STATE ARCHIVES 1020 O Street, Room 130

DEPARTMENT, BOARD OR COMMISSION	BILLING CODE
Department of Health Services	85465
DIVISION, BUREAU OR OTHER UNIT	
Administration - Facilities Management Section 17.5 wast	ection 17.5 augs
ADDRESS	
2551 Berkeley Way, Berkeley, CA 94704	
SCHEDULE NUMBER PAGE NUMBER(S)	SCHEDULE DATE
176	2/88

IF THIS IS A REVISION OF AN EXISTING SCHEDULE (including addition or deletion of pages), enter the following information from the EXISTING schedule:

APPROVAL NUMBER SCHEDULE NUMBER APPROVAL DATE

PART -AGENCY STATEMENTS

need for the records and that each retention period is necessary and correct as scheduled As the person directly responsible for maintenance of the records lissed on the attached schedule, I certify that I have reviewed the

SIGNATURE Rurie N DIRECTLY RESPON BLE FOR THE RECORDS TITLE U 689

In accordance with Government Code 14755, approval of the attached Records Retention Schedule by the Department of General Services is hereby requested. Retention periods have been established by this agency after a careful evaluation of all the factors listed in Section 1667 of the State Administration Manual.

I hereby certify that I am authorized to act for the head of this agency in matters pertaining to the retention and disposal of records. (Per Section 1611 of the State Administrative Manual.)

SIGNATURE-REGORDS MANAGEMENT COORDINATOR	macunitation and the second	
· Auticia & Morrison		
mue Patricia L. Morrison	DATE	TELEPHONE
Chief, Records Management & Admin. Support March 1, 1989	March 1, 1989	5-1405
PART II DEPARTMENT OF GENERAL SERVICES APPROVAL (Per Government Code Section 14755)	vernment Code Section 14755)	

Columns 1-13 and 15 only. The Department of General Services has no jurisdiction over entries made in Column 14 of STD. Form 73. Our approval covers

> Mongay Randy Owyang	APPROVAL NUMBER 89°078
STATEWINE Records Most. Officer	DATE 5-4-39
PART III ARCHIVAL SELECTION (Per Government Code Section 14755)	4755)

품 ATTACHED RECORDS RETENTION SCHEDULE

Contains no material subject to further review by the California State Archives.

Contains material subject to archival review. Items stamped "Hold/Notify Archives" may not be destroyed without clearance by the Secretary of State. (State Administrative Manual Sec-

SIGNATUREtion 1614) DATE 1989

RECORDS RETENTION SCHEDULE

STD. 73 (REV. S-85)

See instructions on reverse and in SAM 1600

DEPARTMENT (1) Health Services	GS# 85465	SCHEDULE NUMBER (2)	DATE (3) 2/9/89	
Facilities Management	Section-Berkeley	PAGE 1	OF	PAGES 2
ADDRESS (number, 2151 Berkeley Way	reet, city) Berkeley	DEPARTMENT OF GENERAL NUMBER (5)	SERVICES APPROVAL	-

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MISSION STATEMENT The Facilities Management Section in Berkeley is responsible for building management and plant operations functions at all department—owned buildings. More specifically this involves management of service and public works contracts, project development and management, building maintenance and repairs, and purchasing related to building maintenance. This facility is located at 2151 Berkeley Way	MISSION STATEMENT The Facilities Management Section in Berkeley is responsible for building management and plant operations functions at all department—owned buildings. More specifically this involves management of service and public works contracts, project development and management, building maintenance and repairs, and purchasing related to building maintenance. This facility is located at 2151 Berkeley Way	between items)	1	ween items)			3	I		1	1PA	
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RECORDS RETENTION SCHEDULE

STD. 73 (REV. 5-65)

See instructions on reverse and in SAM 1600

DEPARTMENT (1)
Health Services

GS# 85465

176

2/9/89

ORGANIZATIONAL UNIT
Facilities Management Section-Berkeley

ADDRESS (number, street, city)

DEPARTMENT OF GENERAL SERVICES APPROVAL

		and in SAM	1600	2151 Berkeley	Wa	y	111 001,		Ber	keley		NUMBER (5)
	e-space	CALIFORNIA STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTI (Triple-space be		Media	Vittal		RETEN	Ι		PRA (Exempt) &	REMARKS
betwe (6)	en items) (7)	(8)	(9)	,		(11)	OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)	IPA (16)	
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1.	1.5		General Subject Files	one and had by	P		2 yrs			2 yrs		
2.	.75	٠.	Informal Personr	el Files	P	+	Active 2 mos		+	Active 2 mos	ΧI	IPA 1798.40. PRA 6254 Destroy 2 months after the employee separates.
3.	.75		Attendance Recor	ds	Р		l yr.			1 yr.		
4.	.75		Position duty st appointment docu		P		3 yrs			3 yrs		
	ļ		PROGRAM FILES									
5.	4		Contracts		Р		3 yrs			3 yrs		Official audit file maintained by Contracts Management Unit
6.	6		Facility Project	Files	P		10 yrs	And the second s		10 yrs		After ten years, project summary data will be extracted/recorded and the file destroyed. Historical
7.	1.5		Purchasing		Р		2 yrs			2 yrs		Building renovation files. Official audit files maintained in Business Services Section
8.	•5		Utilities		Р	ļ	5			5		
9.	2		Work Orders		Р		2			2		
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